



City of Columbus, Ohio

Examination Announcement

Civil Service Commission
750 Piedmont Road
Columbus, Ohio 43224-3266

Application/Employment Information
City of Columbus Job Line
TDD
Piedmont Testing Center
Web Address
Application Office Hours

(614) 645-8369
(614) 645-7667
(614) 645-6200
(614) 645-0800
www.csc.columbus.gov
Monday through Friday*, 9:00 a.m. – 4:00 p.m.

PROMOTIONAL EXAMINATION ANNOUNCEMENT: The names of the applicants passing this administration of this exam will **REPLACE** the names of applicants on the current eligible list. If you are interested in having your name included on the new eligible list, you will need to apply for this exam within the filing period identified below and successfully complete all phases of the testing process. Questions regarding this process can be directed to **Richard Cherry at (614) 645-7217.**

Recruitment Number: **04-3088-M1**
Class Title: **Fire Captain**
Pay Rate: **\$70,678.40 annually**
Opening Date: **Monday, September 13, 2004 at 9:00 a.m.**
Closing Date: **Friday, September 24, 2004 at 4:00 p.m.**

Applications must be filed **IN PERSON** at the Commission's Piedmont Testing Center located at 750 Piedmont Road.

Minimum Qualifications

PROMOTIONAL TEST REQUIREMENTS: In order to be eligible for this exam, you must meet the minimum qualifications identified below. If there are any POST HIGH SCHOOL educational requirements included as part of these minimum qualifications, you must produce a transcript and/or diploma, **WHEN YOU FILE YOUR APPLICATION**, in order to establish that you meet the requirement(s):

In order to be eligible to take this test promotionally, you must be a present City employee who holds permanent status in the class of Fire Lieutenant **AND** meet the following qualifications:

One (1) year of continuous accredited service as a permanent appointee in the class of Fire Lieutenant by the expiration of the current Fire Captain eligible list **(05/07/2005).**

Possession of a valid State of Ohio motor vehicle operator's license

Classification Information

CLASS DEFINITION: Under direction, is responsible for the operations of a fire station or is responsible for Bureau activities; performs related duties as required.

EXAMPLES OF WORK: (A complete listing of examples of work for this classification can be found on the class specification, available on our website: www.csc.columbus.gov or at the Civil Service Commission located at 50 West Gay Street, Room 600).

RESIDENCY REQUIREMENT: At the time of appointment, and during employment, officers must maintain their residency within Franklin County or within one of the counties that border Franklin County.

Please see reverse side for more information

Examination Information

Certification Process: **Rule of Three**

The examination process will consist of the following:

Phase I	Closed-Book Multiple-Choice	25%
Phase II	Written Work Sample	25%
Phase III	Tactical Exercise	25%
Phase IV	Oral Board	25%

Seniority points will be added to all passing scores.

Note: Candidates must pass Phase I in order to be invited to Phases II and III. Candidates must also pass Phase III in order to be invited to Phase IV. All of the candidates who complete all four phases of the exam will have their names placed on the eligible list by rank order based on the final scores.

Notes to Applicants

Once submitted, applications become the property of the Civil Service Commission and are subject to all applicable public records laws.

QUESTIONS OR SPECIAL ACCOMMODATIONS: If you have a disability or physical condition and would like to request special testing accommodations, please contact Richard Cherry at (614) 645-7217 before taking any phase of the exam. It is your responsibility to contact the individual listed above before taking any phase of the exam so that the Commission has ample time to review your request and, if granted, make any necessary arrangements.

RESIDENCY REQUIREMENT: Unless otherwise specifically provided by the Charter, all employees shall at all times, during their employment, maintain their residence within the boundary lines of Franklin County or one of its six (6) contiguous counties.

POLITICAL OFFICE: Laws applicable to Civil Service prohibit classified employees from holding an office in any political organization (See Columbus city Charter Section 156 and Columbus City Codes Section 161.05)

IF YOU CHANGE YOUR NAME OR ADDRESS at any point in the selection processing or during the life of the eligible list, YOU MUST NOTIFY THE CIVIL SERVICE COMMISSION IN WRITING OF THE CHANGE. Failure to notify the Commission may result in disqualification from the selection process.

***COMMISSION HOLIDAYS:** Civil Service Commission offices will be closed on the following nationally recognized holidays: New Years Day; Martin Luther King, Jr. Day; Presidents' Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Thanksgiving Day; and Christmas Day.